

JOB DESCRIPTION TECHNICAL COORDINATOR (SPORT)

Job Summary

The incumbent will provide technical support and advice to the Ministry of Sport and Community Development on matters related to various sporting disciplines, sport development in general, Anti-Doping in Sport and other related matters.

Key Duties and Responsibilities

- Assists with monitoring the implementation of the National Sport Policy and ensures consistency of policy execution related to sport development initiatives across Trinidad and Tobago;
- Provides advice and guidelines on areas of Sport Development, which require special attention and which address the needs of traditionally vulnerable groups and individuals, e.g. child safety and welfare, the aged and the differently able;
- Designs programmes that promote gender equality and the elimination of all forms of discrimination in sport;
- Reviews all the plans, proposals, and recommendations for sporting activities;
- Oversees the implementation of the Trinidad and Tobago Anti-Doping Organization (TTADO);
- Oversees the establishment of a National Compliance Platform for Anti-doping in Sport and develop proposals and recommendations to address Trinidad and Tobago's response and requirements as outlined in the UNESCO Secretariat Guidelines on Anti-Doping;
- Identifies, advises on and coordinates training and educational programmes on Anti-Doping in Sport;
- Oversees the UNESCO voluntary fund for the implementation of a project to support the elimination of Doping in Sport;
- Performs the role of national focal point to facilitate consistent and regular exchanges with the UNESCO Secretariat for Anti-Doping;
- Monitors Anti-Doping in Sport activities nationally, regionally and internationally;
- Monitors to ensure Trinidad and Tobago's compliance with international statutory requirements on Anti-Doping in Sport;
- Ensures that Anti-Doping in Sport guidelines of the Government of the Republic of Trinidad and Tobago (GORTT) are consistent with national policy goals as enunciated in key policy documents

- Assists in harmonizing the agenda and initiatives of Ministries, Departments and Agencies of Government and other stakeholders on Anti-Doping in Sport issues;
- Prepares policy briefs, position papers, Cabinet Notes and other documents on matters relating to Sport;
- Undertakes such other assignments as directed by the Permanent Secretary or designate.

Required Skills/Experience

- Sound knowledge and experience in the practice of management and sport development/ sport administration;
- Knowledge of the Public Service environment;
- Sound knowledge of the structures, rules and operating procedures of the agencies that govern sport development;
- Considerable knowledge about the issues related to Doping in Sport and its peculiarities;
- Sound computer literacy skills (e.g, MS Office for operations using Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook applications);
- Excellent stakeholder engagement, networking and coordination skills;
- Ability to work independently with initiative and with high quality results, whilst being a team player;
- Excellent analytical skills in synthesizing information; and
- Excellent verbal written and communications skills.

Minimum Qualifications and Experience

- A University Degree in Sport Management, International Relations, Social Sciences, Law or related area from a recognized university;
- Experience in sport administration, including Anti-Doping in Sport matters; and /or
- Any equivalent combination of experience and training.